

**BY ORDER OF THE COMMANDER  
512TH AIRLIFT WING**

**512th AIRLIFT WING INSTRUCTION  
36-2801**



**7 FEBRUARY 2014**

***Personnel***

**512TH AIRMAN, NCO, SENIOR NCO,  
CIVILIAN AND JUNIOR OFFICER  
QUARTERLY AND ANNUAL RECOGNITION**

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(Lt Jason L. Lowrey)

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This instruction governs the 512th Airlift Wing (AW) Airman, Noncommissioned Officer (NCO), Senior Noncommissioned Officer (SNCO), Junior Officer, and Civilian Program to recognize members for outstanding performance of duty, leadership, cooperation, reliability, character, judgment, military bearing and general appearance. It applies to all units assigned to the 512 AW. Those selected for quarterly awards will compete for the annual awards. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, *Recommendation for Change of Publication*; route AF IMT 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>.

***SUMMARY OF CHANGES***

This revision updates instructions for completing the AF Form 1206, (Nomination for Award).

**1. Eligibility:** Any Airman, junior officer, or permanent civilian assigned.

1.1. Quarterly award winners can be resubmitted for subsequent quarter in same calendar year.

**2. Ineligibility:** Candidates affected by one or more of the following conditions are ineligible:

- 2.1. Active Unfavorable Information File (UIF), pending disciplinary, other adverse administrative action or negative force management issues.
- 2.2. Planning to separate within two years (Annual Award Winners may compete at Air Force Reserve Command (AFRC) and Air Force (AF) level and must have retainability to serve the tenure of the award).
- 2.3. Pending reassignment.
- 2.4. Members not in compliance with current Air Force Fitness standards.

**3. Frequency and Category:** There are five quarterly award categories and six annual awards:

- 3.1. Airman: Airman Basic, Airman, Airman First Class and Senior Airman.
- 3.2. NCO: Staff Sergeant and Technical Sergeant.
- 3.3. Senior NCO: Master Sergeant and Senior Master Sergeant (First Sergeants are not eligible for submission in this category since there is an annual First Sergeant board).
- 3.4. Company Grade Officer: Second Lieutenant, First Lieutenant and Captain.
- 3.5. Civilian: Permanent civilians assigned, Air Reserve Technicians (ARTs) compete in military categories; temporary employees (student/summer hires) are ineligible.
- 3.6. First Sergeant: Annual award board only; the Wing First Sergeant of Year will be the Wing Outstanding Airman of Year (OAY) First Sergeant nominee.

**4. Responsibilities:**

- 4.1. Group Commander.
  - 4.1.1. Responsible for ensuring their assigned units actively participate and support the program.
  - 4.1.2. Reviews nominations from assigned units utilizing internal group processes and forwards one package per category to Force Management by announced suspense.
  - 4.1.3. Briefs supervisors that quarterly award nominees should have a current decoration commensurate with their grade.
- 4.2. Chief, Force Management.
  - 4.2.1. Ensure quarterly packages meet requirements and provide AW/CCC compiled packages from all groups for Board
  - 4.2.2. By close of business of the Board Unit Training Assembly (UTA) compile results for Wing Commander approval and publication
  - 4.2.3. Provide wing 12 OAY criteria upon receipt from AFRC
- 4.3. Command Chief
  - 4.3.1. Arrange quarterly, annual and 12 OAY board location, time and members, coordinate for approval all substitutions

4.3.2. Notify quarterly award winners upon selection to obtain an official photo by the base media center and to complete an official biography In accordance with (IAW) AFI 33-337. Monitor status until completion

4.3.3. Appoint Annual Awards banquet POC by March UTA for following FY event

**5. Procedures:** The schedule for the board is as follows:

**Table 1. Board Schedule.**

<b>Period of Award: Board Meets Saturday A-Team UTA:</b>
1 JAN - 31 MAR (1st Qtr) APRIL
1 APR - 30 JUN (2nd Qtr) JULY
1 JUL - 30 SEP (3rd Qtr) OCTOBER
1 OCT - 31 DEC (4th Qtr) DECEMBER

5.1. A separate board will convene after the December UTA to select Annual Award winners for all categories. The Annual Award board requires all quarterly packages (excluding Company Grade Officers (CGO) and civilian category) to submit a revised 1206 utilizing 12 OAY standards. Annual Award winners will be the 512 AW 12 Outstanding Airman of Year (OAY) nominees. Once the Annual Award winners are selected units will be notified immediately to prepare and submit all 12 OAY package requirements in order to meet OAY timelines.

5.2. The December quarterly awards board members will not be used to select Annual Award winners.

**6. Appearance:** Candidates do not appear before the board.

**7. Composition of Selection Board:** The quarterly selection boards are comprised of the 512th Airlift Wing Vice Commander (AW/CV) [non-voting member], 512th Operations Group Deputy Commander (OG/CD), 512th Maintenance Group Deputy Commander (MXG/CD), 512th Mission Support Group Deputy Commander (MSG/CD), 512th Airlift Wing Command Chief (AW/CCC), and a First Sergeant rotated per board. In the event of a tied score in any of the quarterly nomination categories, the 512th Airlift Wing Vice Commander will provide the tie-breaking vote. The annual awards board will be comprised of the 512th Airlift Wing Commander (AW/CC), 512th Operations Group Commander (OG/CC), 512th Maintenance Group Commander (MXG/CC), 512th Mission Support Group Commander (MSG/CC), 512 AW/CCC and a First Sergeant. First Sergeant will be removed from the annual awards board prior to the First Sergeant OAY consideration. In the event of a tied score in any of the annual nomination categories, the 512th Airlift Wing Commander will provide the tie-breaking vote. There will be no substitutions unless authorized by 512 AW/CC.

**8. Recognition:** The Wing Commander recognizes Quarterly Award winners and the Annual Awards winners at the 512 AW Annual Awards Banquet.

**9. Nomination Procedures:** Submit award nominations to Force Development by advertised suspense date. Quarterly award winners can be resubmitted for a subsequent quarter in the same calendar year. Use the following procedures:

9.1. Award nomination packages will be submitted using AF Form 1206, Nomination for Award. Nomination must include the Group Commander's initials in the upper right hand corner of the form. Accomplishments must now be within six months of the recognition quarter. Since quarterly packages are based on calendar year, first and second quarter nominations may have accomplishments from the previous calendar year, however, previous calendar year data will need to be extracted if member is selected for a 12 OAY. Awarded college degrees, including Community College of the Air Force degrees if occurred during the award period should be included on the 1206.

9.2. The nomination packages require bullet items that provide specific facts and examples of how the individuals are exceptional and distinguishes them from their peers.

9.3. Nominations must be accomplished in the following format:

9.3.1. Maximum of 15 lines, including headings

9.3.2. Maximum of two lines per bullet.

9.3.3. Nominations must cover the following areas, citing examples in:

9.3.3.1. Leadership and Job Performance in Primary Duty

9.3.3.2. Significant Self-Improvement

9.3.3.3. Base or Community Involvement

RAYMOND A. KOZAK, Colonel, USAFR  
Commander

## Attachment 1

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*

AFI 33-337, *The Tongue and Quill*

***Adopted Forms***

AF IMT 1206, Nomination for Award

AF IMT 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AF**—Air Force

**AF IMT**—Air Force Information Management Tool

**AFMAN**—Air Force Manual

**AFRC**—Air Force Reserve Command

**ART**—Air Reserve Technician

**AW**—Airlift Wing

**AW/CC**—Airlift Wing Commander

**AW/CCC**—Airlift Wing Command Chief

**AW/CCE**—Airlift Wing Executive Officer

**AW/CV**—Airlift Wing Vice Commander

**AWI**—Airlift Wing Instruction

**CGO**—Company Grade Officer

**IAW**—In Accordance With

**MSG/CC**—Mission Support Group Commander

**MSG/CD**—Mission Support Group Deputy Commander

**FSS/FSMPM**—Force Support Squadron, Force Development

**MXG/CC**—Maintenance Group Commander

**MXG/CD**—Maintenance Group Deputy Commander

**NCO**—Noncommissioned Officer

**OAY**—Outstanding Airman of Year

**OG/CC**—Operations Group Commander

**OG/CD**—Operations Group Deputy Commander

**OPR**—Office of Primary Responsibility

**QTR**—Quarter

**RDS**—Records Disposition Schedule

**SNCO**—Senior Noncommissioned Officer

**UIF**—Unfavorable Information File

**USAFR**—United States Air Force Reserve

**UTA**—Unit Training Assembly